



Department of ADMINISTRATIVE SERVICES *Job Postings*



Central Connecticut State University HUMAN RESOURCES – HUMAN RESOURCES ASSISTANT (UNCLASSIFIED)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public, State Employees, Agency Employees

Location: Central Connecticut State University

Hours: TBD

Closing Date: November 15, 2016

Central Connecticut State University is seeking an experienced, energetic professional to assist in a broad range of human resources functions. Responsibilities will include time and attendance processing, personnel status changes and new hire processing, benefits administration, personnel records management and responding to questions from employees, students, and the public. This is an unclassified (non-unionized) confidential position. The work schedule is 8 a.m. to 5 p.m., Monday-Friday.

Required Qualifications

- Three (3) years' experience in human resources and/or payroll support with responsibility for time and attendance, in a sizable institution (more than 100 employees).
- Demonstrated ability to understand and interpret collective bargaining agreements, policies and procedures.
- Excellent computer skills and organizational skills.
- Experience in creating ad hoc reports, forms and spreadsheets.
- Attention to detail and problem solving ability.
- Excellent communication and interpersonal skills.
- Commitment to serving culturally, ethnically, and linguistically diverse communities

Preferred Qualifications

- Working knowledge and experience with PeopleSoft (Core-CT) or similar HRIS (Human Resources Information System) processing time and attendance and personnel status changes.
- Demonstrated experience in Microsoft Office Suite.

For full consideration, applications must be received by **November 15, 2016**. Minimum salary is \$45,200. Benefits include tuition waiver at any of the four Connecticut state universities for the employee, their spouse and unmarried dependents under the age of 25. For more information and application instructions, go to: <https://hrat.ccsu.edu/default.php>.

Central Connecticut State University is an affirmative action and equal opportunity employer.